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Auth: HR 75-2 13 Nov 1978

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11 July 1952

MEMORANDUM FOR: Chairman pro tem, Working Group on Honor Awards

1. The following, as requested, is my list of devices or methods for signifying longevity awards:

- a. A lapel button.
- b. Costume jewelry, as we discussed.
- c. Distinctive marking on building pass.
- d. A bulletin board or honor roll in appropriate places in the Agency's buildings.
- e. Announcement via Agency notice.
- f. Announcement and presentation at the Orientation Program presently conducted periodically by the Office of Training.
- g. A certificate or letter to the individual.

2. Comment:

Two of these suggestions, I believe, deserve additional comment as follows:

a. The use of the Agency notice method brings to mind the possibility and, I think, the worthwhileness of a regular, perhaps monthly, house organ which could, of course, be classified and therefore protected within the Agency. It probably could be put out by Employee Relations; it could announce programs of interest to our employees; it could be a means of discussing the reasons why changes are made in personnel policy, Agency organization, etc. It might also be an appropriate place to announce the awarding of longevity awards. This is perhaps outside our purview but might be a suggestion to the Career Committee.

b. Another comment is that a double purpose might be served by making the announcements at the Orientation Meetings. It not only would serve in a small way to honor those who have long served the Agency but might have an excellent effect on the newcomers who are in attendance at the meetings. I recognize that not all of the listeners at the Orientation Meetings are new employees, but I believe the majority are in most cases.

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